



# **WILD HORSE AND BURRO ONLINE CORRAL (WHBOLC)**

## **PUBLIC USER GUIDE**

**DATE: 8-23-2018**

**UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
NATIONAL OPERATIONS CENTER  
DIVISION OF IRM SUPPORT SERVICES  
NATIONAL APPLICATIONS  
DENVER FEDERAL CENTER  
DENVER, COLORADO 80225-0047**

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## Table of Contents

<b><u>CREATING AN ACCOUNT .....</u></b>	<b><u>1</u></b>
<b><u>COMPLETING AND SUBMITTING AN APPLICATION .....</u></b>	<b><u>4</u></b>
<b><u>SEARCHING FOR AN ANIMAL .....</u></b>	<b><u>7</u></b>
<b><u>BIDDING .....</u></b>	<b><u>10</u></b>
<b><u>FINALIZING PRIVATE MAINTENANCE AND CARE AGREEMENT OR BILL OF SALE .....</u></b>	<b><u>11</u></b>
<b><u>SELECTING PICKUP LOCATIONS .....</u></b>	<b><u>12</u></b>
<b><u>PAYING FEES .....</u></b>	<b><u>13</u></b>

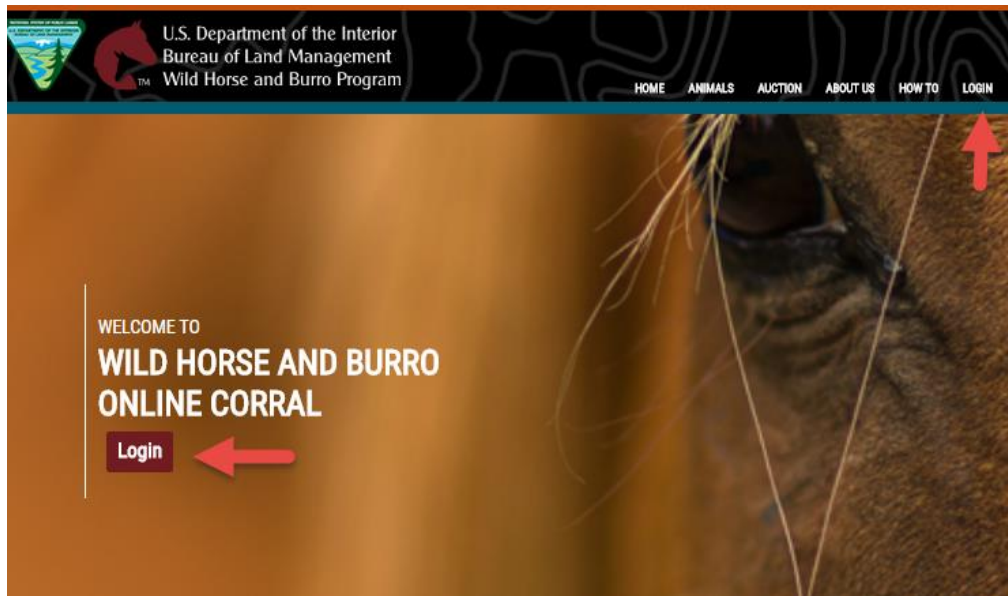
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## **WELCOME**


Thank you for visiting the OLC! The OLC is geared toward increasing the number of wild horses and burros placed into private care each year. The website, which replaces a 15-year- old system, has a streamlined interface that enables you to more easily find your desired wild horse or burro, including new filtering features and an interactive web map. In addition, you can submit and track the status of their applications directly through the website.

## **CREATING AN ACCOUNT:**

Click Login on the homepage



Click "Register as a New User"



U.S. Department of the Interior  
Bureau of Land Management  
Wild Horse and Burro Program

HOMEANIMALSAUCTIONABOUT USHOW TOLOGIN

Home > Login

LOGIN

Use your email address to log in

Email

The Email field is required




Password


The Password field is required


Login

[Register as a New User](#)  
[Forgot Password](#)  
[BLM Login](#)

Use another service to log in



ANIMALSVISITLEARNGET INVOLVEDSERVICESPROGRAMSSTATESABOUTProblems with this site?



U.S. Department of the Interior  
Bureau of Land Management  
Wild Horse and Burro Program

HOMEANIMALSAUCTIONABOUT USHOW TOLOGIN

REGISTER

Create a new account

Password must be at least 8 characters. Do not use common or repetitive phrases.

First Name

Jane

Last Name

Doe

Email

janedoe@nomain.com

☒ Show Password


Password

burro123

Confirm password

burro123

RegisterCancel

ANIMALSVISITLEARNGET INVOLVEDSERVICESPROGRAMSSTATESABOUTProblems with this site?

All fields are required to create an account.

- **Email:**

Add a valid email address.

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2 | Page

- **Show Password Checkbox**

Will display what password you are currently typing.

- **Password**

Create a password - must be at least eight characters. Do not use common or repetitive phrases.

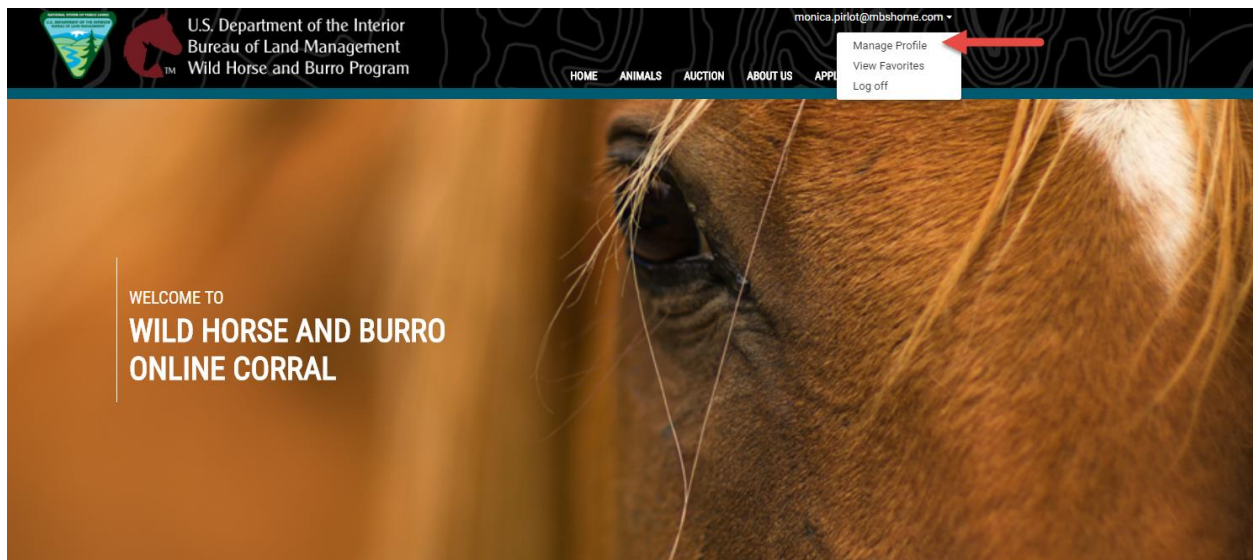
- **Confirm Password**

Type the same password you just created in the previous password field.

**Click Register** - If all fields are accepted, you will see a message: "An email has been sent to confirm your account. Please follow the instructions in the email to log in."

**Click Cancel** - This action will direct you back to the Login page and no information will be saved.

### **MANAGING AN ACCOUNT:**



In the upper right of the screen will show the username with a down arrow –

Click on the down arrow and a menu will display:

- **Manage Profile**

The screenshot shows the 'MANAGE YOUR ACCOUNT PROFILE' page. The header includes the BLM logo, the text 'U.S. Department of the Interior Bureau of Land Management Wild Horse and Burro Program', and a navigation menu with links: HOME, ANIMALS, AUCTION, ABOUT US, APPLICATIONS, and HOW TO. A user email 'monica.pirlot@mbshome.com' is displayed in the top right. Below the header, a breadcrumb trail reads 'Home > Profile'. The main content area is titled 'MANAGE YOUR ACCOUNT PROFILE' and contains three sections: 'Account Settings' with links for 'Change Password' and 'Change Contact Info'; 'Animals' with links for 'Favorite Animal Gallery', 'Submitted Animal Questions', 'Auction History', and 'Saved Animal Searches'; and 'Documents' with links for 'View Saved or Submitted Documents' and 'Review Application Progress'. A link 'About this page' is located to the right of the 'Account Settings' section. The footer contains a navigation menu with links: ANIMALS, ABOUT, FACILITIES, WILD HORSE AND BURRO PROGRAM, FEEDBACK, and REPORT PROBLEM, along with a Facebook icon.

U.S. Department of the Interior  
Bureau of Land Management  
Wild Horse and Burro Program

monica.pirlot@mbshome.com

HOME ANIMALS AUCTION ABOUT US APPLICATIONS HOW TO

Home > Profile

### MANAGE YOUR ACCOUNT PROFILE

#### Account Settings

[Change Password](#)  
[Change Contact Info](#)

[About this page](#)

#### Animals


[Favorite Animal Gallery](#)  
[Submitted Animal Questions](#)  
[Auction History](#)  
[Saved Animal Searches](#)

#### Documents

[View Saved or Submitted Documents](#)  
[Review Application Progress](#)

ANIMALS ABOUT FACILITIES WILD HORSE AND BURRO PROGRAM FEEDBACK REPORT PROBLEM

1. Account Settings – Changing Password and Contact Information.
2. Animals – Favorites, Animal Questions submitted with answers, Auction History, Saved Animal Searches.
3. Documents – View Saved and Submitted Documents (Adoption Application, Sales Application, Private Maintenance and Care Agreements, and Bills of Sale), Review application progress timeline.  
View Favorites




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 Bureau of Land Management  
 Wild Horse and Burro Program

monica.piriot@mbshome.com

[HOME](#)
[ANIMALS](#)
[AUCTION](#)
[ABOUT US](#)
[APPLICATIONS](#)
[HOW TO](#)

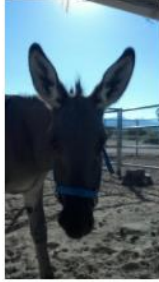
[Home](#) > [Profile](#) > [Favorites](#)

### FAVORITES




0032 - 11 year old gelding burro

[Remove](#)




0168 - 11 year old gelding burro

[Remove](#)



1864 - 3 year old male horse

[Remove](#)

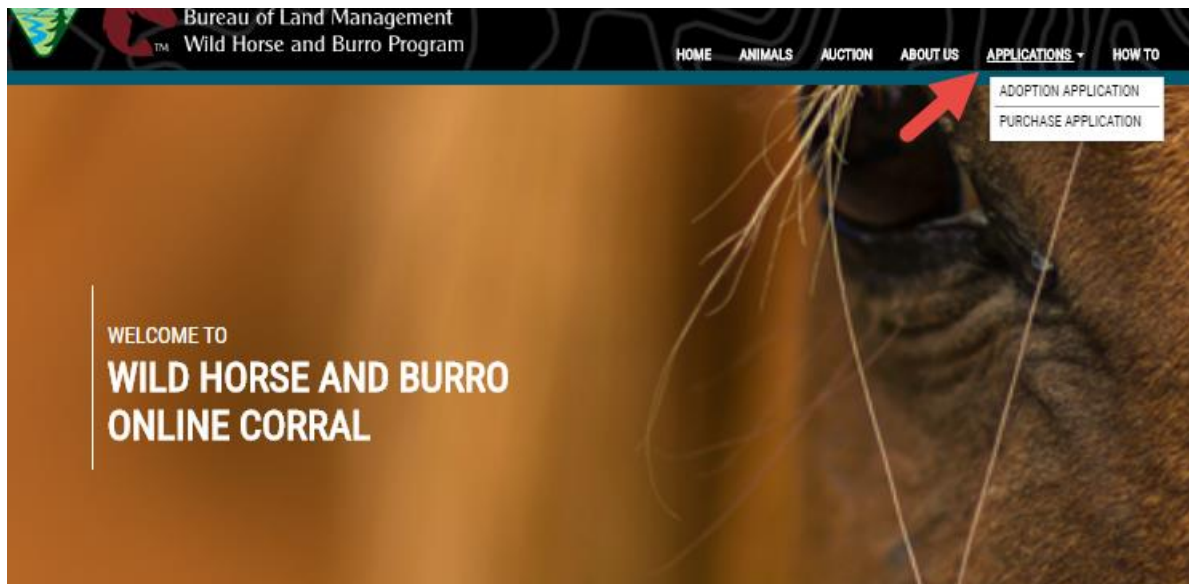


Using the Drop down – select favorites – you can see all favorites you have selected. You can make an animal a favorite by clicking on their individual animal page and selecting favorite at the top of the animal detail page.

- Log Off – This will take you to the Log off page.

#### COMPLETING AND SUBMITTING AN APPLICATION:

You must first log in to the website to view the application menu item.



You must fill out the application in full – all fields are required unless otherwise stated.

Once the application has been filled out – you can now electronically sign the application and continue completing the process.

\*These requirements are in addition to state, county, and local animal health and welfare laws and regulations for the area the animal resides.

**BURDEN HOURS STATEMENT**

Public reporting burden for this form is estimated to average 30 minutes per response, including the time for reviewing instructions, gathering and maintaining data, and completing and reviewing the form. Direct comments regarding the burden estimate or any other aspect of this form to U.S. Department of the Interior, Bureau of Land Management (1004-0042), Bureau Information Collection Clearance Officer, (WO-630), 1849 C Street, N.W., Washington, D.C. 20240.

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Failure to comply with these terms may result in the cancellation of the agreement, repossession of the animals, and disapproval of requests for adoption of additional animals. In addition, violation of any term of a Private Maintenance and Care Agreement is a prohibited act.

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I have read and understand the above TERMS OF THE ADOPTION and PROHIBITED ACTIONS.

☐ Check this box for applicant's electronic signature

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Under penalty of prosecution for violating 18 U.S.C. 1001, which makes it a federal crime to make false statements to any agency of the United States, I hereby state that I have no intent to sell this wild horse or burro for slaughter or bucking stock, or for processing into commercial products, within the meaning of the Wild and Free Roaming Horse and Burro Act, 16 U.S.C. 1331 et seq., and regulations 43 CFR 4700.0-5(c). I have read the above statement, understand the terms of this agreement and agree to comply with them.

☐ Check this box for applicant's electronic signature

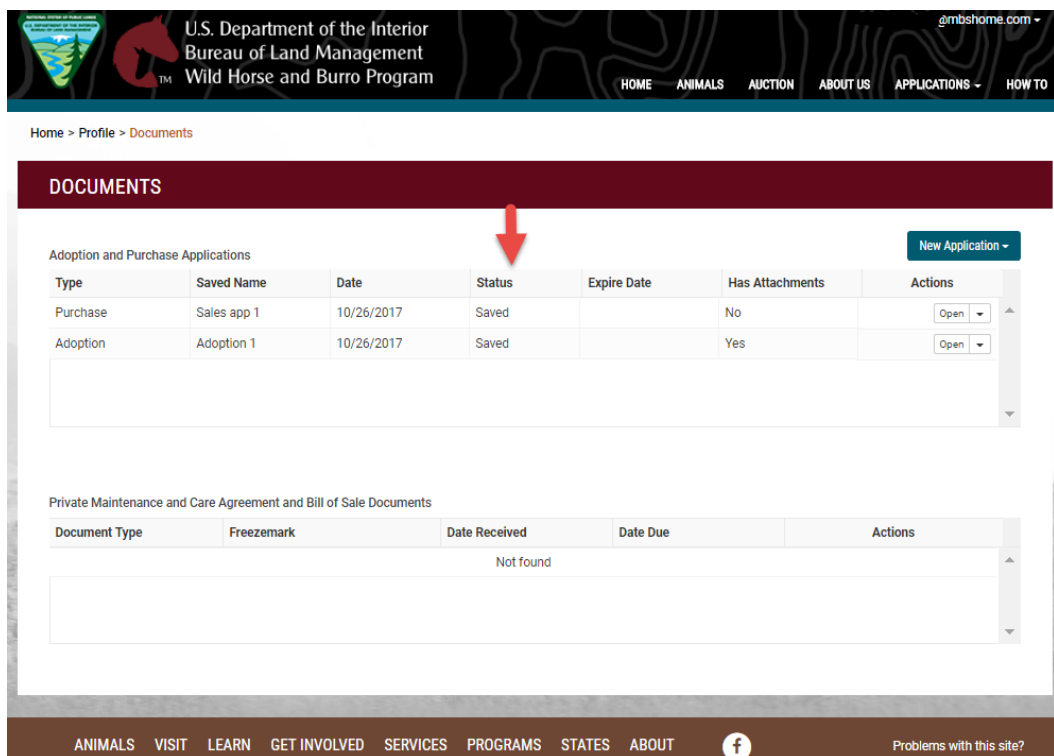
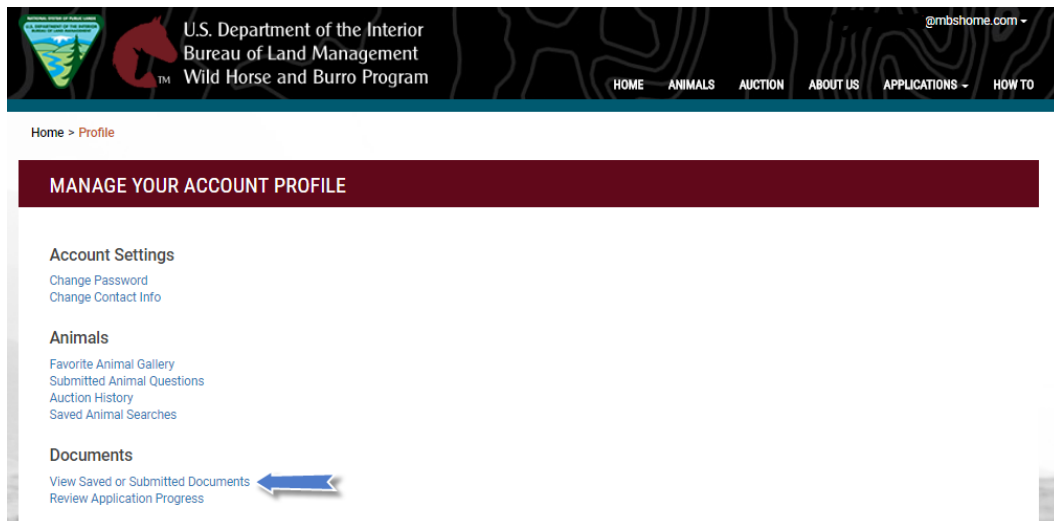
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- Manage attachments – you can add a photo of your corral and shelter, upload a completed application from your computer, or add other documents to complete your application.
- Save for Later – this will save the application from your last entry under your account profile for you to complete later without losing information. You can find your saved document under Manage Profile.





## View Saved or Submitted Documents



- Submit application – this will send the document to the Bureau of Land Management to review – you can view its progress under manage profile > “Review Application Progress.”

Home > [Profile](#)

## MANAGE YOUR ACCOUNT PROFILE

### Account Settings

[Change Password](#)  
[Change Contact Info](#)

### Animals

[Favorite Animal Gallery](#)  
[Submitted Animal Questions](#)  
[Auction History](#)  
[Saved Animal Searches](#)

### Documents

[View Saved or Submitted Documents](#)  
[Review Application Progress](#)

Home > [Manage Profile](#) > [Application Timeline](#)

## APPLICATION TIMELINE

Purchase Application submitted on 10/26/2017

Received

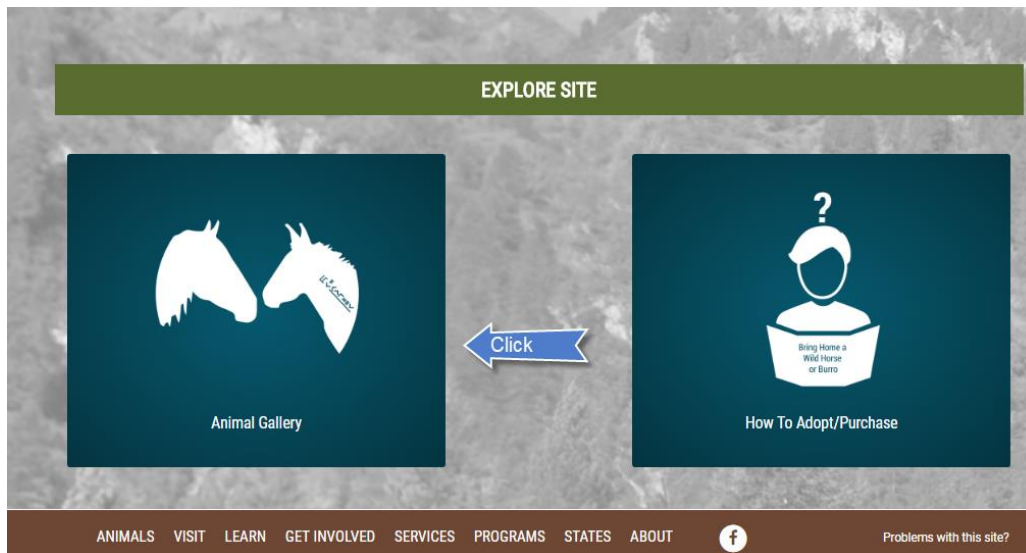
In Review

Approved

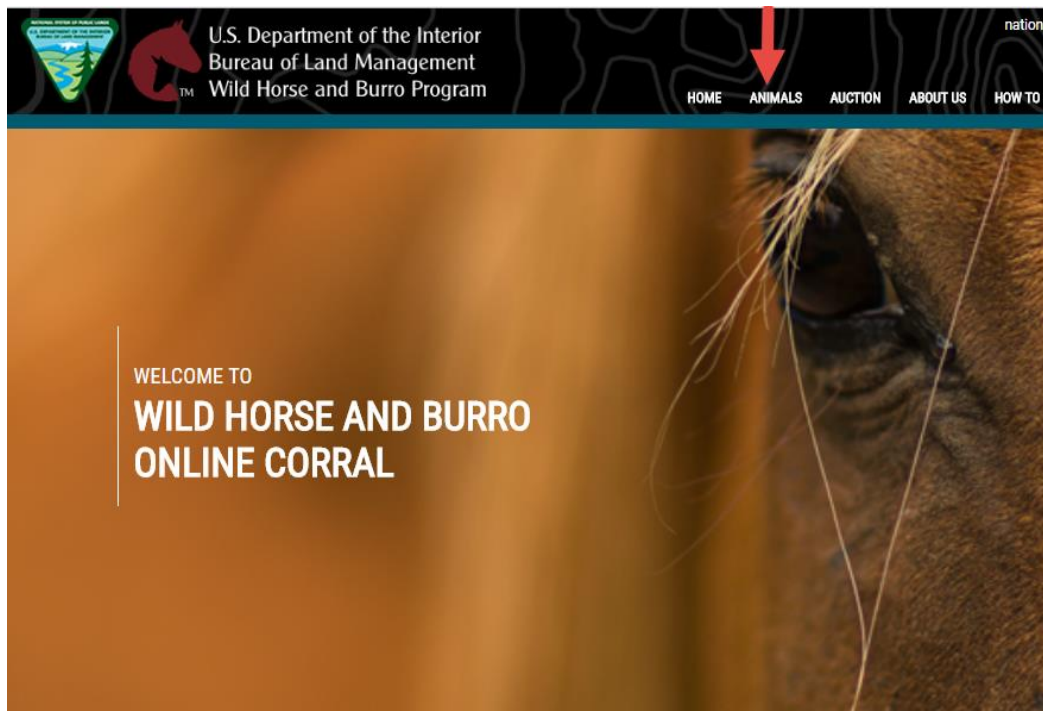
### SEARCHING FOR AN ANIMAL:

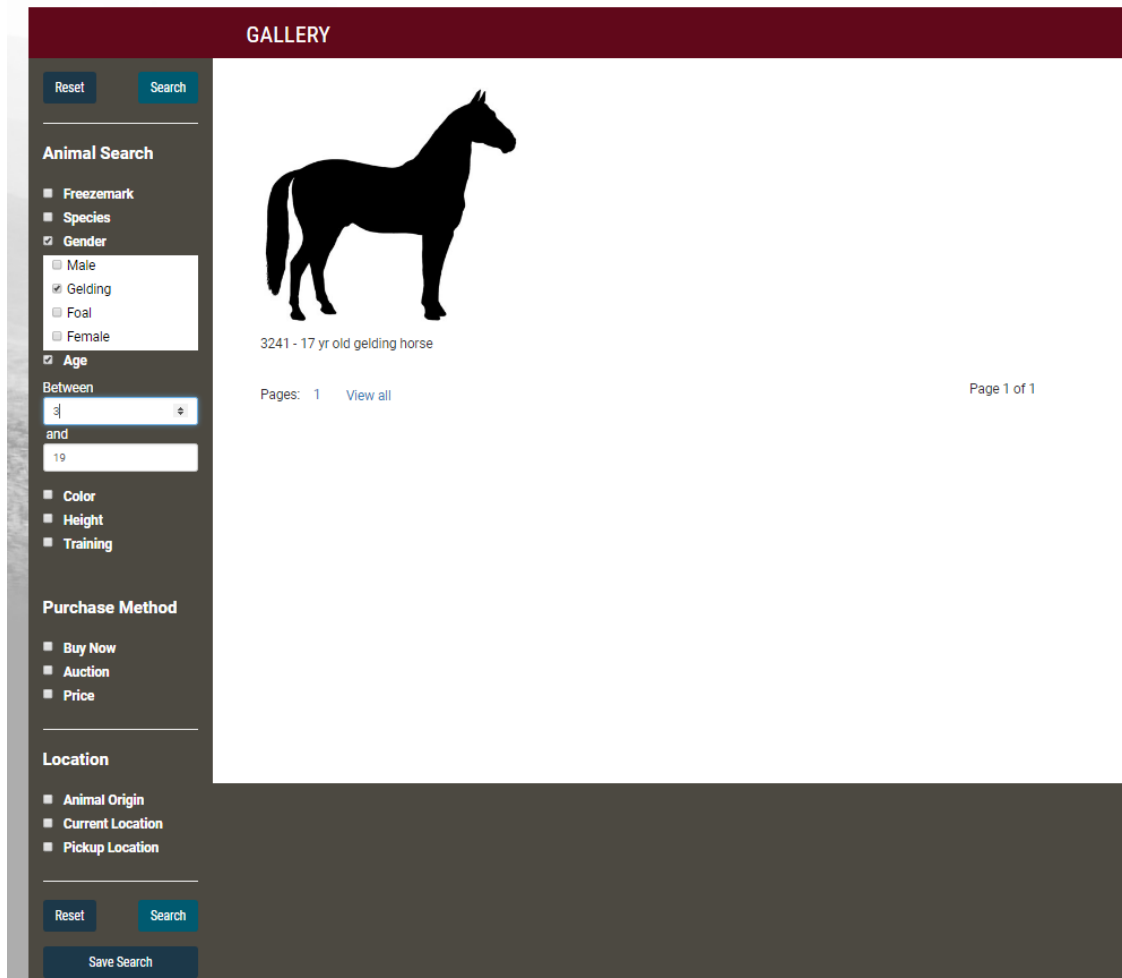
You can search for animals whether you are logged in or not but you will not be able to bid or purchase an animal until you **log in, fill out an application and receive approval** to adopt/purchase an animal.

You can view the animal gallery by either selecting the Animal Gallery button on the homepage:



Or selecting the Animals link on the top main menu.





This page is used to search for available animals to adopt or purchase.

There are three ways in which the search can be filtered. Multiple search criteria checkboxes can be selected at the same time to narrow down the search. Once you have selected all desired facets you must click the "Search" button to filter the gallery view. The "Reset" button will remove all facet selections. There are two buttons "Back" and "Next" that will page through the filtered choices

## 1. Animal Search

- **Freezemark** - When checking this facet box, another field will display. You can input a minimum of 4 digits of the animal. freezemark into the field and then click search to retrieve the animals associated with the digits entered.
- **Species** - When checking this facet box you can select from one of two choices, Horses or Burros.

- **Gender** - When checking this facet you can select from multiple choices: Female, Gelding and Male.
- **Age** - When checking this facet you can select from a range of ages. Add your minimum age in the top field and your maximum age in the bottom field.
- **Color** - When checking this facet a dropdown will appear with multiple color choices. You can select as many colors to filter as desired.
- **Height** - When checking this facet you can select a range of heights from 10 hands to 20 Hands. Add your minimum height number in the top field and the maximum height in the bottom field.
- **Training** - When checking this facet box you can select from one of two choices, Halter or Saddle. To search for untrained animals you do not check this box.

## 2. Purchase Method

- **Buy Now** - When checking this facet box you will see all animals being sold at a fixed price.
- **Auction** - When checking this facet box you will see all animals currently listed in an auction.
- **Price** - When checking this facet box you will see a slider scale for all Animals listed - you can move the two squares along the bar to set your min (left square) price and max(right square) price this will give you all animals currently listed in that price range.

## 3. Location

- **Animal Origin** - When checking this facet box a dropdown will appear with multiple capture areas. You can select as many choices as desired to filter.
- **Current Location** - When checking this facet box a dropdown will appear with locations where available animals are currently located. You can select as many choices as desired to filter.
- **Pickup Location** - When checking this facet box you will see a field to add a valid zip code. Next you will have to select 1 of 4 choices for distance in miles from that zip code. 50 miles, 100 miles, 250 miles or 500 miles.

**4. Saved Search - This feature will only show for logged in users** - Will save the facets selected to run the same search at a future time.

## BIDDING ON AN AUCTION ANIMAL OR BUYING A FIXED PRICE ANIMAL:

There are 2 types of listings:

- Auction – The animal can be bid on by many interested parties until the auction ends. The high bidder at that time will need to pay in full for the final bid price.  
You can *proxy bid* on any auction – this means you can set a high bid for an animal and the system will continue to bid in \$5.00 increments on your behalf until your high bid amount is reached. For example – an animal is currently showing a bid amount of \$200.00 and you set your high bid to bid \$300.00. Your new bid will show \$205.00. If another user decides to bid \$250.00, your proxy bid will show \$255.00. The proxy bid will continue until it reaches the \$300.00 limit.
- Fixed Price – The animal is listed at one price and there is no bidding – whoever selects the Buy Now option will need to pay in full the listed fixed price.

You can split the **full** payment amount between 2 payment methods – for example:

- 2 credit cards
- 1 credit card and 1 Electronic Funds Transfer (EFT)
- 2 EFTs

The amount will need to be paid in full immediately at the end of an event, no matter which method is chosen.

## FINALIZING PRIVATE MAINTENANCE AND CARE AGREEMENT AND BILL OF SALE:

Once you have paid for your animal in full, a representative from the Bureau of Land Management will electronically send you a Private Maintenance and Care Agreement or Bill of Sale to complete and sign. You will receive an email notification when this form has been sent to you. You can also find the form in your documents management section under “Manage Profile” – View Saved or Submitted Documents

Home > Profile

## MANAGE YOUR ACCOUNT PROFILE

### Account Settings

[Change Password](#)  
[Change Contact Info](#)

### Animals

[Favorite Animal Gallery](#)  
[Submitted Animal Questions](#)  
[Auction History](#)  
[Saved Animal Searches](#)

### Documents

[View Saved or Submitted Documents](#)  
[Review Application Progress](#)

Home > Profile > Documents

## DOCUMENTS

### Adoption and Purchase Applications

[New Application](#)

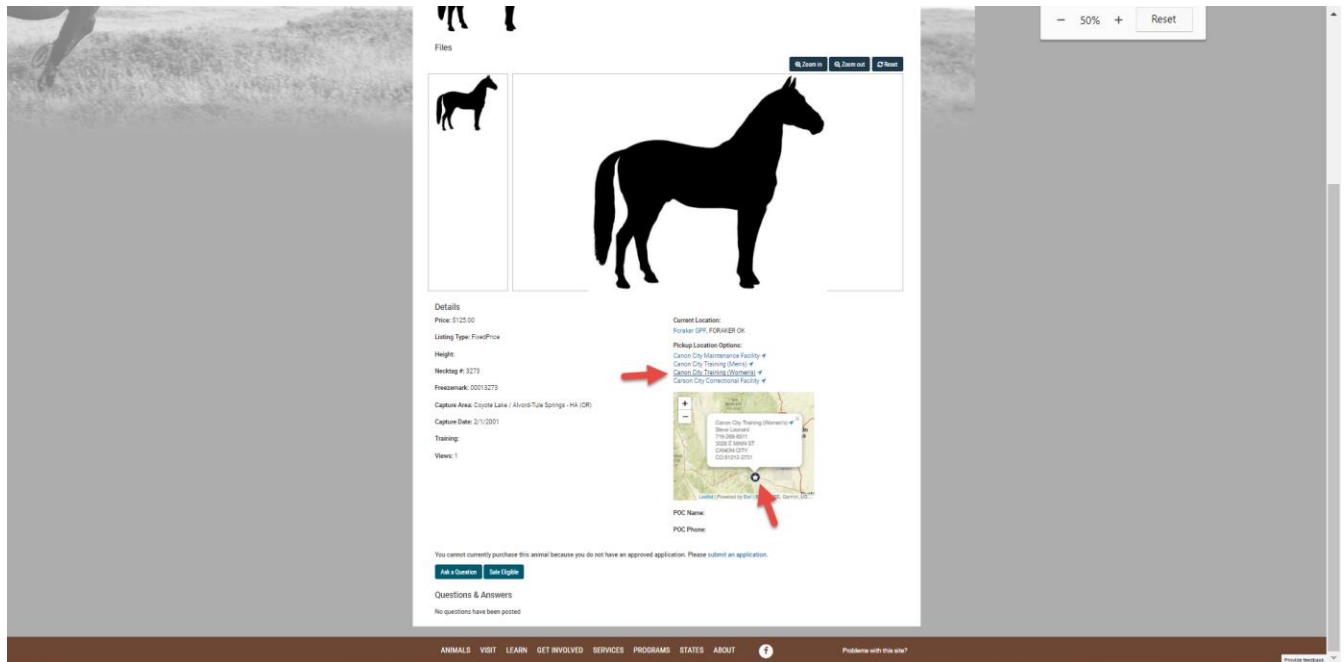
Type	Saved Name	Date	Status	Expire Date	Has Attachments	Actions
Purchase	Sales app 1	10/26/2017	Saved		No	<a href="#">Open</a>
Adoption	Adoption 1	10/26/2017	Saved		Yes	<a href="#">Open</a>

### Private Maintenance and Care Agreement and Bill of Sale Documents

Document Type	Freezemark	Date Received	Date Due	Actions
Not found				

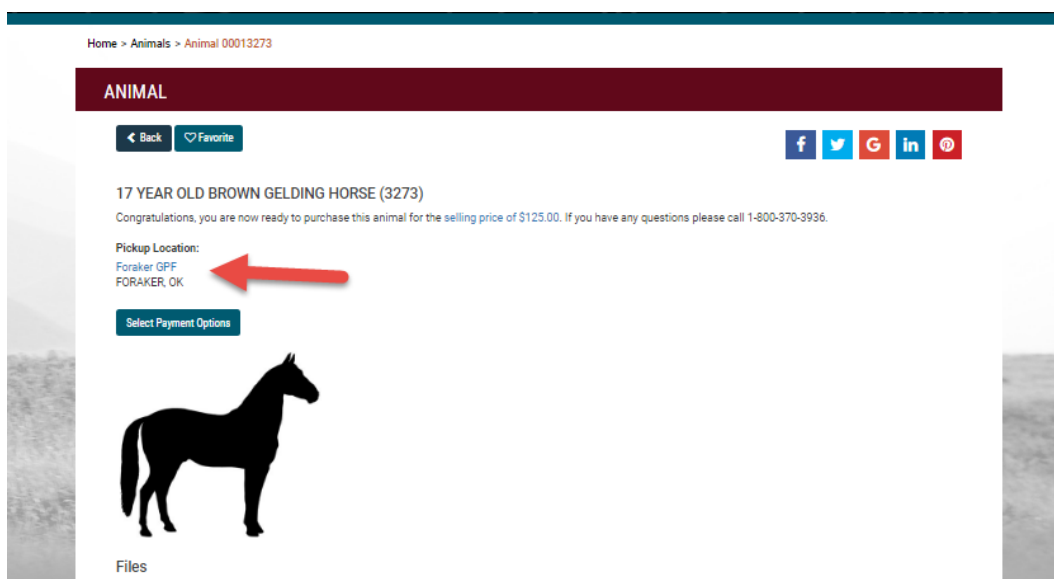
## SELECTING A PICKUP LOCATION:

On the animal detail page, you will be able to see the possible pickup locations:



After you have won an animal – you will be asked to select one of these locations to pick up your animal.

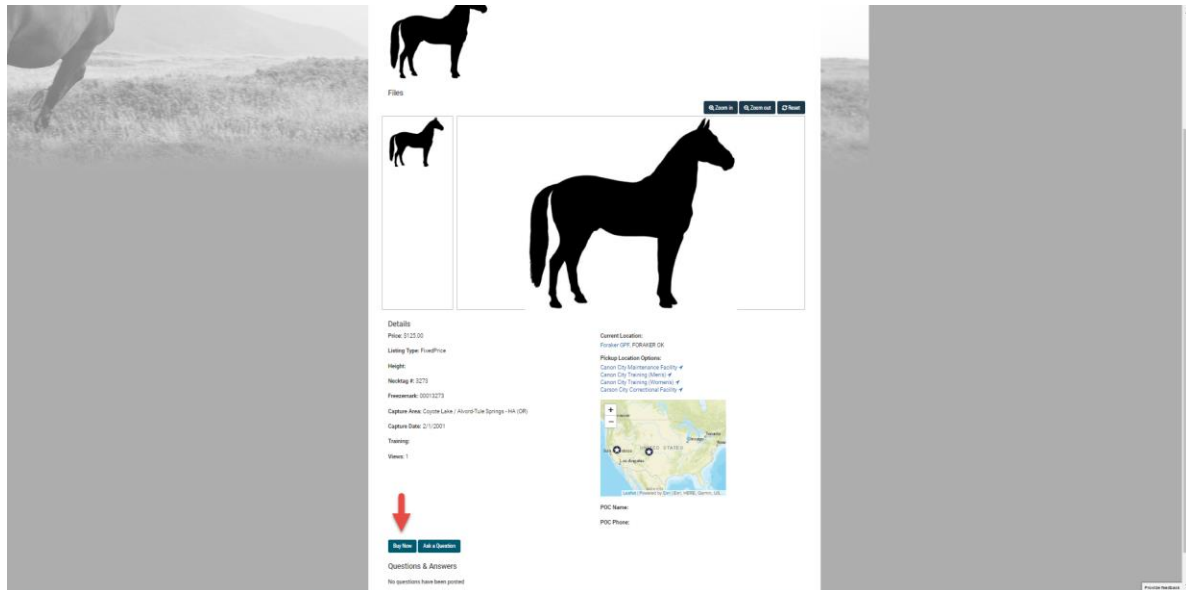
For a “Buy Now” animal the pickup location is the same as the *Current Location of the Animal*.



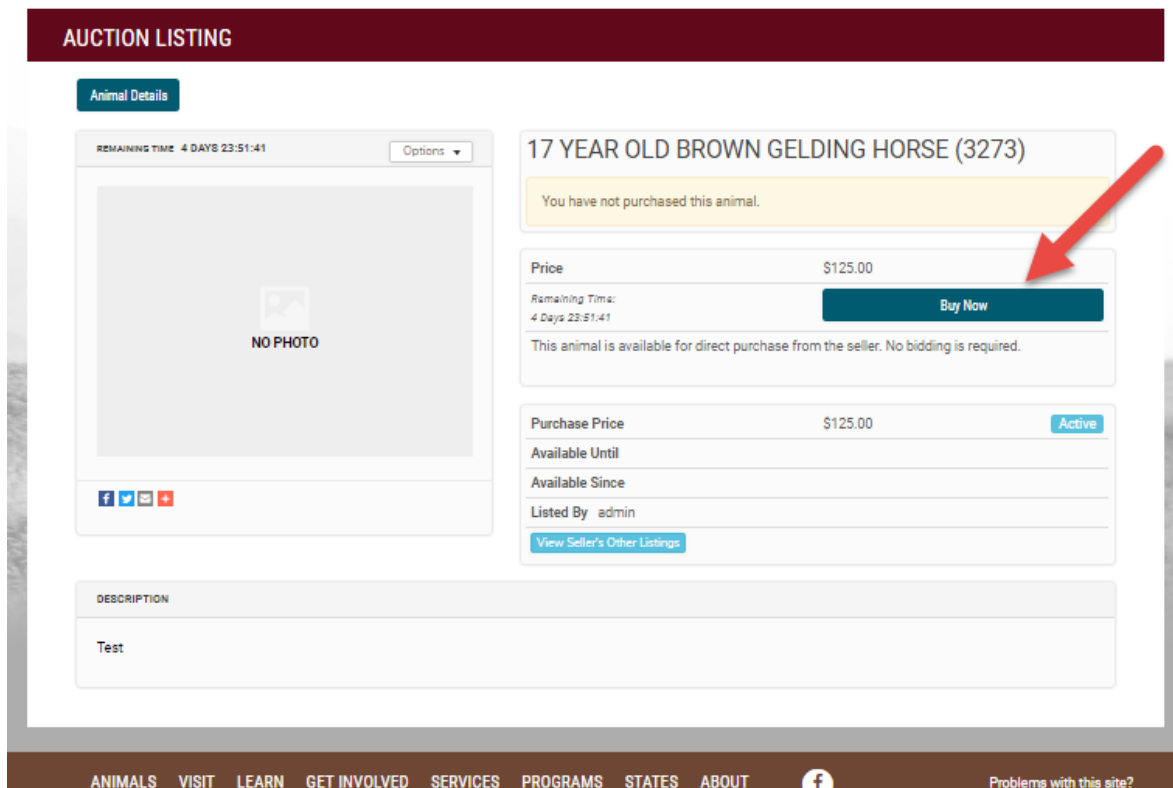


## PAYING FEES: CHECKOUT

Once you have won an auction animal or decided to Buy Now – the next process is to checkout and pay the fees associated with adopting or purchasing the selected animal.



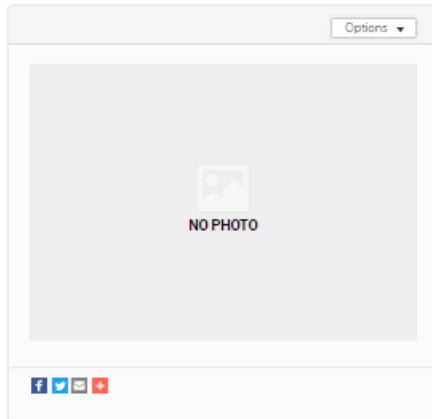
Home > Animals > Animal 00013273 > Auction Listing



## AUCTION LISTING

Congratulations, you have won this animal!

[Begin Checkout](#)



### 17 YEAR OLD BROWN GELDING HORSE (3273)

You have purchased this animal!

Purchase Price	\$125.00	Ending
Available Until		
Available Since		
Listed By	admin	
<a href="#">View Seller's Other Listings</a>		

#### DESCRIPTION

Test

[ANIMALS](#) [VISIT](#) [LEARN](#) [GET INVOLVED](#) [SERVICES](#) [PROGRAMS](#) [STATES](#) [ABOUT](#)



[Problems with this site?](#)

## ANIMAL

[< Back](#) [Favorite](#)



### 17 YEAR OLD BROWN GELDING HORSE (3273)

Congratulations, you are now ready to purchase this animal for the selling price of \$125.00. If you have any questions please call 1-800-370-3936.

Pickup Location:

Foraker GPF  
FORAKER, OK

[Select Payment Options](#)



Files

Wild Horse and Burro Program

HOME ANIMALS AUCTION ABOUT US APPLICATIONS HOW TO

Home > Animal 00013273 > Payment

## PAY FOR ANIMAL

Select a Payment Option

- ☒ Make full payment of \$125.00
- ☐ Split full transaction between 2 payment methods

[Back](#) [Proceed to Pay.Gov](#)

If you have any questions, call 1-800-370-3936 or email [blm\\_es\\_inet\\_adoption@blm.gov](mailto:blm_es_inet_adoption@blm.gov) for additional support.

You will be redirected to Pay.gov where you will complete your payment process.

For any additional questions please contact BLM at 1-800-370-3936 or [blm es inet adoption@blm.gov](mailto:blm_es_inet_adoption@blm.gov)

Enjoy and we hope you have a wonderful experience!